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CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES; MEETING STATISTICS OF UNITED NATIONS ORGANS

Report of the Secretary-General

Addendum

INTRODUCTION

1. The present report, like those that preceded it (A/AC.172/88 and Add.1-8), contains statistics showing the planned and actual utilization of conference resources allocated to a limited core sample of bodies that have been meeting for several years in New York, Geneva and Vienna. It is submitted pursuant to General Assembly resolution 45/238 A of 21 December 1990, by paragraph 12 of which the Assembly requested the Committee on Conferences to remain seized of the matter on the basis of further reports from the Secretary-General.

2. The statistical information requested is presented in annexes I and II to the present document; annex III contains an analysis of the statistics in tabular and graphic form for purposes of comparing the performance of the sample of bodies as a whole over the years.

3. In paragraph 4 of resolution 44/196 A of 21 December 1989, the General Assembly requested the Committee to review the methodology on

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* A/AC.172/143/Add.1/Rev.1.

conference-servicing utilization rates in order to provide, if possible, a more accurate assessment of the overall use of conference resources with a view to enabling United Nations bodies to make the optimum use of conference services and to facilitate, where necessary, continued rationalization of their meeting requirements.

4. At its substantive session in 1990, the Committee agreed to put into experimental use a newly proposed methodology to run parallel with the existing methodology for the next three years. The Committee further requested the Secretariat to present a conference room paper containing the statistics of a representational sample of bodies using the newly adopted methodology. The information requested is contained in document A/AC.172/1991/CRP.4.

METHODOLOGY

5. Annex I to the present report contains a listing of bodies that met in New York, Geneva and Vienna in 1990. The tables provide the number of meetings planned by each body (column A), the number of meetings actually held (column B), the number of meetings reassigned to other bodies in the event of a cancellation (column C), the net number of cancellations (column D) and the number of hours and minutes lost through the late starting and early ending of meetings (column E). Column F indicates the total time not used. This is arrived at by converting the amount of time lost in late starting and early ending into the equivalent of meetings by dividing it by three, since three hours is the standard meeting time. The result is then added to the net number of meetings cancelled to show the total time lost. Column G expresses the amount of time lost as a percentage of the total number of meetings planned. The utilization factor (UF) is then calculated by subtracting the figure in column G from 100 in order to indicate the percentage of available conference services actually utilized. Finally, the column headed "Change" indicates the improvement (+) or otherwise (-) in a body's performance in percentage points compared to its last comparable session.

6. During the Committee's consideration of the meetings statistics of United Nations organs at its substantive session in 1989, it was agreed that if informal meetings or consultations were held outside the scheduled meeting time, i.e., before the start, or after the adjournment of a meeting, the Secretariat should be informed so that that fact could be duly reflected in the statistics and not included as time lost due to late starting or early ending of meetings. This decision has been fully incorporated into the information as currently presented in that the time indicated in column E does not include those informal meetings or consultations held outside normal meeting hours.

7. Annex II lists all the bodies under review in the present series of documents, showing their utilization factors for each session held since 1982. An analysis of the statistics appears in annex III, which also presents the figures in tabular and graphic form for comparison purposes so that the performance of the sample of bodies as a whole over the years can be monitored.

8. The analysis in annex III is based on the assumption that the bodies in the sample, because of their size, importance, geographical spread and longevity, can be viewed as an index of the performance of United Nations organs as a whole. Many subsidiary organs are fairly short-lived, lasting only two or three years, and the efficiency with which they use the conference services placed at their disposal can depend on individual factors that do not necessarily apply to United Nations bodies as a whole.

9. The first method employed in annex III is to calculate an "overall" utilization factor for the index by treating all the bodies in the sample as a single organ and deriving the utilization factor from the total number of meetings planned, held and cancelled and total time lost in late starting and early ending. The second method, used as a cross-check, to produce an "average" utilization factor by totalling the utilization factors of each body under review at each session held during a given year, and to divide that total by the number of sessions held.

10. The overall utilization for 1990, produced by the first method, is 78 per cent, as shown by the following table:

Duty station	A a/	B	C	D	E	F	G	UF
New York	441	384	25	31	240	111	25	75
Geneva	639	568	-	71	211	138	22	78
Vienna	117	115	-	2	37	14	12	88
Overall	1 197	1 067	25	104	488	263	22	78

a/ Explanation of column headings (applies also to annex I column headings):

A Number of meetings planned by a given organ in a scheduled session, including any additional meetings.

B Number of meetings actually held, including "informal" meetings with interpretation services.

C Number of related and unrelated reassignments, i.e., cases where conference services originally allocated to the organ in question were reallocated to working groups, etc. assisting it in its work, or where services freed by cancellations of scheduled meetings of the organ concerned were reassigned to another group wishing to meet.

D Number of scheduled meetings cancelled (A-(B + C)).

E Total hours and minutes lost in the late starting and early ending of meetings, not including informal consultations without conference services (totals are rounded to the nearest hour).

F Grand total of meetings not used. This figure is arrived at in the following way: the total number of hours lost as shown in column E is converted into the equivalent of meetings lost by dividing by three, since the standard meeting time is three hours. The result is then added to the number of meetings cancelled as shown in column D to form the grand total of meetings lost during the session.

G Total meetings lost expressed as a percentage of meetings planned (F as a percentage of A).

UF Utilization factor: percentage of available conference resources actually used by the organ in question ((100-G)per cent).

11. The average utilization factor of the index for 1990, produced in accordance with the second method, is 78 per cent. This is calculated by dividing the total of the utilization factors of each body at each of its 1990 sessions (3,375) by the total number of sessions (43). Since in 1989 the overall and average utilization factor was 72 and 74 per cent respectively, the 1990 figures indicate an improvement.

Annex I

BODIES MEETING IN NEW YORK, GENEVA AND VIENNA IN 1990

A. New York

	Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change
1.	United Nations Development Programme (UNDP), Governing Council, organizational and special sessions, 20-23 February	10	10	-	-	1.50	1	10	90	+2
2.	Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee, 26 February-9 March	20	19	1	-	16.15	5	25	75	-3
3.	Committee on the Elimination of Discrimination against Women (ninth session), 22 January-2 February	21	21	-	-	6.20	2	10	90	-10
4.	Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, 12 February-2 March	28	21	5	2	12.50	6	21	79	+22
	Subtotal	79	71	6	2	37.15	14	18	82	+24 -13
5.	Human Rights Committee (thirty-eighth session), 19 March-6 April	30	29	-	1	16.00	6	20	80	-2
6.	Ad Hoc Committee on the Indian Ocean, 16-20 April	10	4	4	2	6.20	4	40	60	+10
7.	United Nations Commission on International Trade Law (twenty-third session), 25 June-6 July	16	12	2	2	4.20	3	19	71	-9
8.	United Nations Institute for Training and Research, Board of Trustees (twenty-eighth session), 2-6 April	10	9	-	1	5.10	3	30	70	-10

	Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change
9.	Committee for Development Planning (twenty-sixth session), 30 April-4 May	10	6	-	4	2.20	5	50	50	-25
10.	United Nations Children's Fund (UNICEF), Executive Board, Committee on Administration and Finance and Programme Committee, 16-27 April	30	28	-	2	15.15	7	23	77	-9
11.	Advisory Board on Disarmament Matters, 19-25 July	6	5	-	1	1.50	2	33	67	+10
	Subtotal	112	93	6	13	51.15	30	27	73	+20 -55
	Cumulative total	191	164	12	15	89.30	44	23	77	+48 -116
12.	Disarmament Commission, 7-29 May	62	62	-	-	53	17	27	73	+15
13.	Committee for Programme and Coordination (thirtieth session), 7 May-8 June	68	66	1	1	44.10	16	24	76	-8
14.	Committee on Contributions, 11-29 June	21	18	-	3	6.25	5	23	77	-1
15.	Committee on the Peaceful Uses of Outer Space (thirty-third session), 4-15 June	19	16	1	2	7.30	5	26	74	+6
16.	Committee on Information, 5-20 April	24	10	8	6	17.15	12	50	50	-4

	Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change
17.	Ad Hoc Committee on the Indian Ocean, 2-13 July	18	16	-	2	3.25	3	17	83	+47
	Subtotal	212	188	10	14	131.45	-	-	-	+68 -13
	Cumulative total	403	352	22	29	221.15	102	25	75	+116 -129
18.	International Civil Service Commission (ICSC) (thirty-first session), 5-23 March	32	27	3	2	16.25	7	22	78	-12
19.	United Nations Joint Staff Pension Board (UNJSPB), Committee of Actuaries, 30 May-1 June	6	5	-	1	3.45	2	33	67	-27
	Subtotal	38	32	3	3	20.10	9	24	76	-29
	Total for New York	441	384	25	31	240.25	111	25	75	+116 -158

B. Geneva

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change
1. Commission on Human Rights, 29 January-9 March	80	75	-	5	9.10	8	10	90	+1
2. Committee on the Elimination of Racial Discrimination (thirty-eighth session), 6-24 August	30	27	-	3	4.00	4	13	87	+27
3. Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Population of the Occupied Territories,									
8-10 January	6	6	-	-	6.00	2	33	67	+42
21 and 22 May	3	3	-	-	2.40	1	33	67	+42
10-13 September	5	5	-	-	6.40	2	40	60	+30
4. Committee on the Peaceful Uses of Outer Space, Legal Subcommittee 2-20 April	19	18	-	1	7.45	3	16	84	+17
5. International Law Commission (forty-second session), 1 May-20 July	94	94	-	-	0.15	-	-	100	+3
6. UNDP, Governing Council (thirty-seventh session), 28 May-22 June	100	95	-	5	31.35	15	15	85	-4
7. Human Rights Committee (thirty-ninth and fortieth sessions),									
9-27 July	30	29	-	1	4.45	2	7	93	+13
22 October-9 November	30	29	-	1	3.10	2	7	93	+13
Subtotal	397	381	-	16	76	39	10	90	+188 -4
8. Committee on Economic, Social and Cultural Rights,									
15 January-2 February	30	26	-	4	2.25	5	17	83	+6
26 November-14 December	30	24	-	6	4.00	7	23	77	-

	Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change
9.	United Nations Conference on Trade and Development (UNCTAD) (Trade and Development Board), (thirty-sixth session, second part), 12-23 March	80	50	-	30	58.35	49	61	39	+1
	(thirty-seventh session, first part), 1-12 and 17 October	81	66	-	15	61.50	35	43	57	+19
10.	Office of the United Nations High Commissioner for Refugees (UNHCR), Executive Committee (forty-first session), 20 September and 27 September-5 October	21	21	-	-	8.15	3	14	86	+6
	Total for Geneva	639	568	-	+71	211.05	138	22	78	+220 -4

C. Vienna

Name of subsidiary body and dates of session	A	B	C	D	E	F	G	UF	Change
1. Commission on Narcotic Drugs (eleventh special session), 29 January-2 February	10	10	-	-	6.00	2	20	80	-
2. Commission on the Status of Women (thirty-fourth session), 26 February-9 March	20	20	-	-	15.10	5	25	75	-25
3. United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Provident Fund Advisory Committee, 3 and 4 May	4	4	-	-	-	-	-	100	-
4. UNRWA, Provident Fund, Advisory Committee, 1 and 2 November	4	4	-	-	-	-	-	100	-
5. International Narcotics Control Board (forty-seventh session), 21 May-1 June	20	19	-	1	6.05	3	15	85	-9
6. International Narcotics Control Board (forty-eighth session), 5-25 October	20	20	-	-	4.40	1	5	95	-
7. United Nations Scientific Committee on the Effects of Atomic Radiation (thirty-ninth session), 14-18 May	17	17	-	-	-	-	-	100	+55
8. Committee for Crime Prevention and Control (eleventh session), 5-16 February	20	19	-	1	5.40	3	15	85	+4
9. UNRWA, Advisory Commission, 30 August	2	2	-	-	-	-	-	100	-
Total for Vienna	117	115	-	2	37.35	14	12	88	+59 -34

Annex II

UTILIZATION FACTOR OF UNITED NATIONS ORGANS MEETING AT NEW YORK, GENEVA AND VIENNA, 1982-1990

	Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990
1.	Ad Hoc Committee on the World Disarmament Conference	20 -	10 25	10 25	30 40	60 30	- -	100 50	- -	- -
2.	Ad Hoc Committee on the Drafting of an International Convention on the Recruitment, Use Financing and Training of Mercenaries	53	61	60	70	-	57	52	50	-
3.	UNDP, Governing Council, organizational sessions substantive sessions	25 -	80 87	100 69	88 68	89 79	100 93	100 84	88 89	90 85
4.	Committee on the Peaceful Uses of Outer Space (twenty-fifth to thirty-third sessions)	67	55	44	79	69	77	58	68	74
5.	Committee on the Peaceful Uses of Outer Space, Scientific and Technical Subcommittee (nineteenth to twenty-seventh sessions)	60	55	44	67	61	78	67	78	75
6.	Committee on the Peaceful Uses of Outer Space, Legal Subcommittee (twenty-first to twenty-ninth sessions)	69	61	63	61	42	57	59	67	84

Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990
7. Committee on the Elimination of Discrimination against Women (first to ninth sessions)	70	85	75	80	85	85	83	100	90
Subtotal									
Combined utilization factor	364	519	490	583	515	547	653	540	498
Number of sessions	7	9	9	9	8	7	9	7	6
8. Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization	53	70	74	60	63	79	81	57	79
9. Human Rights Committee	-	79	80	75	75	83	82	82	80
(fourteenth to	69	70	70	60	77	87	80	80	93
fortieth sessions)	59	62	70	60	-	80	83	80	93
10. Ad Hoc Committee on the Indian Ocean	45	30	40	35	39	35	46	50	60
	67	45	40	50	43	39	55	36	83
	-	55	50	56	-	-	-	-	-
11. United Nations Commission on International Trade Law (fifteenth to twenty-third sessions)	75	69	75	87	82	85	75	80	71
12. United Nations Institute for Training and Research (UNITAR), Board of Trustees	-	50	80	100	80	80	70	80	70

Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990
13. Committee for Development Planning (seventeenth to twenty-sixth sessions)	69	69	-	63	50	75	75	75	50
14. UNICEF, Executive Board, Committee on Administration and Finance and Programme Committee	70	75	100	86	86	89	84	86	77
Subtotal									
Combined utilization factor	507	674	679	732	595	732	731	706	756
Number of sessions	8	11	10	11	9	10	10	10	10
Cumulative total									
Combined utilization factor	871	1 193	1 169	1 315	1 110	1 279	1 384	1 246	1 246
Number of sessions	15	20	19	20	17	17	19	17	16
15. Advisory Board on	-	56	60	70	80	70	60	a/	-
Disarmament Matters	-	-	70	60	80	78	80	57	67
16. Disarmament Commission	29	61	37	51	57	52	45	58	73
17. Committee for Programme and Coordination (organizational session,	-	-	-	-	-	100	-	50	-
twenty-second to	86	79	79	88	85	93	84	84	76
thirtieth sessions,	-	-	-	-	-	86	75	-	-
resumed sessions)									

Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990
18. Working Group on the Drafting of a Convention on the Rights of All Migrant Workers and Their Families	75	67	61	75	-	85	78	78	-
19. Committee on Contributions	69	61	60	74	73	72	71	78	77
20. United Nations Board of Auditors	60	b/	33	b/	b/	100	50	b/	b/
21. Committee on Information, organizational sessions	25	25	25	80	25	25	-	-	-
substantive sessions	43	75	75	63	56	61	43	54	50
resumed session	-	-	-	-	-	-	50	-	-
22. ICSC (New York sessions)	-	-	-	-	-	80	-	-	-
	80	83	82	70	90	79	77	90	78
Subtotal									
Combined utilization factor	467	507	582	631	546	981	713	549	421
Number of sessions	8	8	10	9	8	13	11	8	6
Cumulative total									
Combined utilization factor	1 338	1 700	1 751	1 946	1 656	2 260	2 097	1 795	1 675
Number of sessions	23	28	29	29	25	30	30	25	22
23. Commission on Human Rights (forty-first to forty-sixth sessions)	-	-	61	64	89	79	89	89	90

	Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990
24.	Committee on the Elimination of Racial Discrimination (twenty-fourth to thirty-eighth sessions)	62 60	77 67	67 65	73 63	73 -	87 70	- 70	- 60	- 87
25.	Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories c/	23 56 43	- 33 -	- 33 -	- 39 -	- 50 -	25 40 -	20 25 50	25 25 30	67 67 60
26.	International Law Commission (thirty-fourth to forty-second sessions)	68	71	75	75	88	98	97	97	100
27.	UNJSPB	-	40	100	100	83	67	90	94	67
28.	Commission on Narcotic Drugs (thirtieth to thirty-third biennial sessions, seventh to eleventh special sessions)	90	94	90	94	90	94	95	80	80
29.	Commission on the Status of Women (thirtieth to thirty-fourth biennial sessions, special sessions)	56	62	56	81	67	80	88	100	75

Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990
Subtotal									
Combined utilization factor	458	444	547	589	540	640	624	600	693
Number of sessions	8	7	8	8	7	9	9	9	9
Cumulative total									
Combined utilization factor	1 796	2 144	2 298	2 535	2 196	2 900	2 721	2 395	2 368
Number of sessions	31	35	37	37	32	39	39	34	31
30. UNRWA, Provident Fund Advisory Committee	100	75	100	100	100	100	100	100	100
	-	-	100	-	100	100	100	100	100
31. International Narcotics Control Board (thirtieth to forty-eighth sessions)	75	78	90	90	100	100	89	94	85
	82	89	82	93	95	95	93	95	95
32. United Nations Scientific Committee on the Effects of Atomic Radiation (thirty-first to thirty-ninth sessions)	73	80	72	86	70	77	100	45	100
33. Committee for Crime Prevention and Control (seventh to eleventh biennial sessions)	56	-	81	-	75	-	81	-	85
34. UNRWA, Advisory Commission	50	100	100	100	100	100	100	100	100

Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990
35. Statistical Commission (twenty-second to twenty-fifth biennial sessions)	-	81	-	81	-	94	-	94	-
Subtotal									
Combined utilization factor	436	503	625	550	640	666	663	628	665
Number of sessions	6	6	7	6	7	7	7	7	7
Cumulative total									
Combined utilization factor	2 232	2 647	2 923	3 085	2 836	3 566	3 384	3 023	3 033
Number of sessions	37	41	44	43	39	46	46	41	38
36. Population Commission (twenty-second to twenty-fifth biennial sessions)	-	-	100 d/	75	-	69	-	88	-
37. Commission for Social Development (twenty-eighth to thirty-first biennial sessions)	-	75	-	69	-	50	-	81	-
38. Advisory Committee on Science and Technology for Development (first to eighth sessions)	62	75	67	75	69	e/	e/	e/	-
39. High-level Committee on the Review of Technical Cooperation among Developing Countries	-	67	-	82	-	84	-	67	-

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Name of body	1982	1983	1984	1985	1986	1987	1988	1989	1990
Subtotal									
Combined utilization factor	62	217	167	301	69	203	-	236	-
Number of sessions	1	3	2	4	1	3	-	3	-

In addition to the foregoing information, and in accordance with a decision of the Committee on Conferences, to expand the core sample of bodies whose statistics were presented for review in the A/AC.172/88 series of documents, statistical information for 1990 with regard to the following committees is also included in annex II. The grand total follows thereafter.

Committee on Economic, Social and Cultural Rights	83
	77
UNCTAD, Trade and Development Board,	
thirty-sixth session, second part	39
thirty-seventh session, first part	57
UNHCR, executive session	
forty-first session	86
	342
	43

Grand total									
Combined utilization factor	2 294	2 864	3 090	3 386	2 905	3 769	3 384	3 251	3 375
Number of sessions	38	44	46	47	40	49	46	44	43

(Footnotes on following page)

(Footnotes to table)

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a/ The Advisory Board met in a single consolidated session for the first time in 1989.

b/ The Board dispensed with conference services in 1983, 1985 and 1986, 1989, 1990 and part of its 1984 session.

c/ By resolution 44/48 A, the Special Committee was renamed Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories.

d/ Instead of meeting as scheduled in 1983, the Population Commission met in 1984 as the preparatory body for the Population Conference.

e/ The Advisory Committee has dispensed with conference services starting in 1987.

Annex III

ANALYSIS OF THE STATISTICS

1. The table in annex II shows the utilization factors for a number of United Nations organs over the past eight years. Treaty bodies are included, but bodies established on an ad hoc basis, such as preparatory committees, expert groups and other bodies meeting as required or otherwise not convening on a regular sessional basis are omitted. Bodies that were included in the list in previous years but which have since ceased to function are also omitted.

2. As explained in paragraphs 7-9 of the present report, it is possible to assess the performance of United Nations organs in general by calculating the overall and the average utilization factor in respect of a group of organs. The calculations of the average utilization factor for the period 1982-1989 was as follows:

	1982	1983	1984	1985	1986	1987	1988	1989
Total utilization factor:	2 440	3 134	3 440	3 746	3 277	3 919	3 384	3 238
Divided by								
Total number of sessions:	41	48	51	52	45	51	46	44
Average utilization factor	60	65	67	72	73	77	74	74

3. In 1990, the total number of sessions held by the bodies under review was 43 and the total utilization factor was 3,375. The average utilization factor for the bodies in 1990 was therefore 78 per cent (3,375 divided by 43). The results produced by this method show a continued trend by which the bodies under review taken as a whole are approaching or exceeding the 75 per cent utilization set by the Committee as a target in 1983.

4. It is also possible to depict the utilization factors in tabular form. The data can be summed up as follows (figures for 1981 and 1989 are taken from annex II of document A/AC.172/88/Add.7, and are provided for comparison purposes):

Utilization factor (percentage)	Number of sessions 1981	1989	1990
Between 0 and 14	3	0	0
15-24	1	0	0
25-34	4	3	0
35-44	2	1	1
45-54	5	5	2
55-64	9	4	3
65-74	8	4	8
75-84	9	11	13
85-100 per cent utilization	6	16	16
Total number of sessions	47	44	43

5. In other words, of the 47 sessions held in 1981 by the bodies under review, 15, or 32 per cent, used the resources made available to them with 75 per cent efficiency or better. The number of sessions registering 55 to 74 per cent was 17, or 36 per cent of the whole, and the number of sessions registering 54 per cent utilization or less was 15 out of the 47, or 32 per cent.

6. In 1990, 3 bodies (7 per cent of the sample) fall in the lowest range of 0-54 per cent utilization compared with 21 per cent of the sample in 1989 in this category, 11 bodies (26 per cent) in the 55-74 per cent range and 29, or 67 per cent, registered 75 per cent or better. This too demonstrates an improvement in the overall performance for 1990 compared with 1989.

7. The figures given above are summarized in the following table:

Percentage of conference resources utilized	Percentage of sessions held 1981	1989	1990
75-100	32	61	67
55-74	36	18	26
0-54	32	21	7